

## Request for Change of Assignment

### **1008.1 PURPOSE AND SCOPE**

It is the intent of the Department that all requests for change of assignment are considered equally. To facilitate the selection process, the following procedure is established whereby all such requests will be reviewed on an equal basis as assignments are made.

### **1008.2 REQUEST FOR CHANGE OF ASSIGNMENT**

Personnel wishing a change of assignment are to complete a memorandum. The memorandum should then be forwarded through the chain of command to the Marshal. The Request for Change of Assignment memorandum will remain in effect until the end of the calendar year in which it was submitted. Effective January 1st of each year, employees still interested in new positions will need to complete and submit a new Change of Assignment Request memorandum.

### **1008.3 SUPERVISOR'S COMMENTARY**

The deputy's immediate supervisor shall make appropriate comments on the memorandum, including a recommendation, before forwarding it to the Marshal.